

# Volunteer Application

## PERSONAL DATA

Name: \_\_\_\_\_ Gender: ☐ Male ☐ Female

Date of birth (mm/dd/yyyy): \_\_\_\_\_ Country of Origin: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: ( ) \_\_\_\_\_ Cell phone: ( ) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Emergency contact: \_\_\_\_\_

Home phone: ( ) \_\_\_\_\_ Cell phone: ( ) \_\_\_\_\_

## BACKGROUND AND INTERESTS

- Current School/ Occupation: \_\_\_\_\_ ☐ Full-time ☐ Part-time
- Special skills/ interests, including software applications: \_\_\_\_\_

- What level of education and or training have you completed?

(a) ☐ Elementary ☐ Middle ☐ High School

(b) Undergraduate/Graduate Major and Degree: \_\_\_\_\_

- What is motivating you to volunteer? What are your goals?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- School Community Service (SSL): ☐ Y ☐ N

- What is your first/ native language? \_\_\_\_\_

- In what other languages can you comfortably communicate? Please check "S" for spoken and "W" for written

☐ S ☐ W English ☐ S ☐ W Spanish ☐ S ☐ W Chinese ☐ S ☐ W Korean

☐ S ☐ W Vietnamese ☐ S ☐ W French ☐ S ☐ W Amharic ☐ S ☐ W Russian

☐ S ☐ W Arabic ☐ S ☐ W Farsi ☐ S ☐ W Tagalog Other: \_\_\_\_\_

## VOLUNTEER WORK INTERESTS

- Which volunteer positions are most interesting to you? (Check all that apply)

☐ Administrative Aide ☐ Database Management ☐ Data Entry ☐ Desktop Publishing

☐ Event Helper/Planner ☐ General Clerical ☐ Reception ☐ Teaching/ Training

☐ Teaching Aide ☐ Photo/ Videography ☐ Program Coordination

☐ Other: \_\_\_\_\_

**PLEASE ATTACH A COPY OF YOUR RESUME:**

☐ Resume attached ☐ I do not have a resume

**AVAILABILITY**

- Do you prefer to work from your home or office? ☐ Yes ☐ No ☐ Both

**LOCATION AND TIME PREFERENCE (check all that apply)**

☐ Wheaton ☐ Germantown ☐ Gaithersburg Library ☐ East County

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9 AM - 12 Noon							
12 Noon - 3 PM							
3 PM - 6 PM							closed
6 PM - 9:30 PM							closed
9:30 PM - Midnight							

**Please consider general operational hours for each site:**

**Wheaton:** Mon.-Thurs., 9am-5pm; Sat. 9am-1pm, **Germantown:** Tues. & Thurs., 5pm-9pm, and **Gaithersburg Library:** Tues., 5pm-9pm; Wed. & Fri., 10am-3pm; Sat., 10am-3pm, **East County:** Mon. & Fri., 5pm-8pm; Tues., 5pm-9pm; Sat., 9am-1pm

- Frequency: \_\_\_\_\_ hours per week OR ☐ One time event ☐ Negotiable
- Are there times when you cannot volunteer? \_\_\_\_\_

**NOTE:** Please note that we serve primarily an adult age group.

**VALIDATION**

- I understand that if I require an accommodation to perform my volunteer assignment, I need to discuss any medical or other needs with the person in charge prior to beginning the assignment.
- I acknowledge that my signature validates the above information as correct and am looking forward to volunteering with Charles W. Gilchrist Center for Cultural Diversity.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If the above is under age 18, a parent/guardian signature and disclosure of volunteer applicant age is required.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Return this application to:

Volunteer Coordinator  
Charles W. Gilchrist Immigrant Resource Center  
2424 Reddie Drive, Suite 220  
Wheaton, Maryland 20902

Or print, scan and e-mail this form to: [GilchristCenter@montgomerycountymd.gov](mailto:GilchristCenter@montgomerycountymd.gov)